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OUTLINE GUIDE FOR JANIS 75

Purpose of a JANIS Study: "To make available one publication containing all the necessary detailed information upon which may be based a war plan for military operations in a given area."

CHAPTER RESPONSIBILITY

<u>Chapter</u>	<u>Responsible Agency</u>
I BRIEF	JISPB
II MILITARY GEOGRAPHY	MID
III OCEANOGRAPHY	DNI
IV COASTS AND LANDING BEACHES	DNI
V CLIMATE AND WEATHER	JMC
VI PORT FACILITIES	DNI
VII TRANSPORTATION AND COMMUNICATIONS	OSS
VIII CITIES AND TOWNS	OSS
IX RESOURCES AND TRADE	OSS
X PEOPLE AND GOVERNMENT	OSS
XI HEALTH AND SANITATION	MID (SGO)
XII DEFENSES	MID
XIII NAVAL FACILITIES	DNI
XIV AIR FACILITIES	A-2
XV GAZETTEER AND MAP APPRAISAL	BGN, AMS, OSS
XVI INDEX	JISPB

JCS review completed

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CHAPTER I

BRIEF

Foreword

1. Introduction
2. Military Geography
3. Oceanography
4. Coasts and Landing Beaches
5. Climate and Weather
6. Port Facilities
7. Transportation and Telecommunications
8. Cities and Towns
9. Resources and Trade
10. People and Government
11. Health and Sanitation
12. Defenses
13. Naval Facilities
14. Air Facilities

CHAPTER II

MILITARY GEOGRAPHY

20. Introduction.

A. Scope and organization of chapter.

21. General Description of Areas as a Whole.

A. Relief.

B. Drainage and water supply.

C. Vegetation.

D. Soil trafficability.*

E. Natural critical and strategic areas.

F. Natural route pattern.

22. Detailed Description of Terrain Regions.

A. Region A.

(1) Subregion A-1.

- (a) Relief.
- (b) Drainage and water supply
- (c) Soil trafficability.*
- (d) Vegetation.

(2) Subregion A-2.

- (a) Relief.
- (b) Drainage and water supply.
- (c) Soil trafficability.*
- (d) Vegetation.

(3), (4), (5), etc., continue outline for additional subregions.

B. Region B.

(1) Subregion B-1

- (a) Repeat as in subregions under A.

C, D, etc., continue for additional regions.

23. Regional Summary Table.

24. Natural Critical and Strategic Areas.

25. Natural Routes.

26. Principal Sources.

* * * * *

2. Military Geography (Brief).

A full summary of the chapter giving essential facts to be included in Chapter I. The most important maps and illustrations may be repeated in Chapter I, and reference to them should be included in the text material.

* Soil trafficability information will be provided by Weather Division, Army Air Forces, for inclusion as follows:

1. A general explanation of soil trafficability and major factors which affect it in this area. This section to be included in Topic 21. Detailed explanation of soil morphology and of climatic conditions is not required, but sufficient regional information is desired to provide an

adequate brief in Chapter II

2. Regional descriptions of soil trafficability. These are to be incorporated as distinct subtopics in regional presentation in Topic 22, and incorporated in Soil Trafficability column of the Regional Summary Table.
3. Soil Trafficability map.

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CHAPTER III

OCEANOGRAPHY

30. Introduction.

- A. Brief summary (1 or 2 typed pages); shorter than summary for inclusion in Chapter I.
- B. Reliability of data.
Relation of Oceanography to operations in this area. General explanation of chapter organization. Invite attention to any important figures or plans accompanying chapter.

31. Tides and Currents.

A1. Tides.

- (1) Tidal differences and constants.
 - (a) Time differences.
 - (b) Height differences.
 - (c) Ranges.
 - (d) Levels.
 - (e) Example.
- (2) Sun, moon and tides.

B. Tidal and local currents.

C. General circulation.

32. Sea and Swell.

A. Sea.

- (1) Amounts of sea.
- (2) Direction of seas.
- (3) Relationship between wind velocity and state of sea.

B. Swell.

- (1) Amount of swell.
- (2) Direction of swell.

C. Local sea and swell conditions (optional).

33. Sea Water Characteristics.

A. Surface and subsurface temperature.

- (1) Seasonal variation of surface temperature.
 - (a) Horizontal distribution.
 - (b) Temperature range.
 - (c) Ice.
 - (d) Relationship between sea and air temperatures.
 - (e) Fog.
- (2) Variation of temperature with depth.

B. Surface and subsurface salinity.

- (1) Seasonal variation of surface salinity.
 - (a) Horizontal distribution.
 - (b) Salinity range.
 - (c) Electrical conductivity.
- (2) Variation of salinity with depth.

C. Density.

- (1) Horizontal distribution of surface density.
- (2) Variation of density with depth.
- (3) Use of density gradients by submarines.

- D. Acoustic conditions.
 - (1) Seasonal variation.
 - (2) Variation with depth.
 - (3) Background noise.
- E. Transparency and color of water.
 - (1) Transparency.
 - (2) Color.

34. Bottom Sediments.

- A. Characteristics of sediment types.
- B. Horizontal distribution.

35. Biological Factors.

- A. Algae (seaweeds).
- B. Bioluminescence ("phosphorescence").

36. Principal Sources.

* * * * *

3. Oceanography (Brief).

A full summary of the chapter giving essential facts, to be included in Chapter I. The most important maps and illustrations may be repeated in Chapter I, and reference to them should be included in the text material.

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CHAPTER IV

COASTS AND LANDING BEACHES

40. Introduction.

(Brief summary of coastal terrain and distribution of major landing beaches)

- A. Regional subdivisions. (Sectors and their topic numbers)
- B. Maps and charts. (References to location map, key map, and Plans)
- C. Organization of text. (Outline used in coast and beach descriptions)
- D. Beach selection and description. (List of criteria for selection, reliability index, scale of bottom gradients)
- E. Navigational instructions. (Reference to pilots, charts, and Chapter VI)
- F. Air facilities. (Explain possible conflict with Chapter XIV)
- G. Distances. (Standards for use of nautical and statute miles)
- H. Positions of places. (Coordinates refer to Plans)
- I. Names of places. (Reference to Gazetteer)
- J. Glossary. (Common generic terms relating to terrain, hydrography, and political subdivisions)

41. Region or sector

(Coordinates of limits of sector)

(Plans showing sector; reference to general key map, Figure IV-)

(Sectors, preferably not exceeding 9 in number, should be based on clear divisions between different types of coastal terrain; major objectives preferably should be near the centers of sectors rather than at their limits; sectors should be limited by prominent geographic features such as major headlands; sector limits should have distinctive names, not names repeated elsewhere on the coast.)

General statement. (Brief summary of hydrography, coast, terrain backing coast, coastal divisions within sector, number and approximate location of described beaches. If sector is too varied to be summarized without subdivisions, general statement may be confined to features common to whole sector, coastal divisions within sector, and number and approximate location of described beaches.)

- A. Single island or major division of coast: first segment or minor division (if detailed break-down is warranted).
(Coordinates of limits of division)
(Plans of division; U.S.H.O. charts of division)
(Divisions should be selected according to same general principles used in selecting sectors.)

General statement. (Brief description of general characteristics of this division of coast; very brief if covered adequately in general statement under topic heading.)

(1) Coast. (Progressing along coast, give for each part of coast a brief statement of offshore approach and shore features, followed by more complete description of coastal terrain. Avoid duplicating information which is clearly and correctly conveyed by the Plans (distances, shapes and dimensions of bays and islands, spot heights, etc.), except where such duplication is essential to clear statement. Subdivisions (a), (b), (c), etc., may be used if needed.)

RESTRICTED

(2) Landing beaches. (Exclude general coastal description.)
(If no landing beaches are described, write "(None described.)" under head (2) Landing beaches. If only one beach area is described, its name follows on same line as heading, Landing beaches. If more than one beach area is described, each beach area follows separate subheading, (a), (b), (c), etc.)

(a) Single beach area (or group of closely related beaches).
(If description is brief it may be run without further subheadings.
If description is longer, headings 1, 2, 3, 4, may be used as follows:

1. Location and extent. (Give location of beach, not of coastal segment; length and shape of beach; location with regard to landmarks and developed areas.)
2. Sea approach. (Deal briefly with area shoreward of 40-fathom depth or of 10 miles from shore, whichever is smaller; describe in greater detail area shoreward of 5-fathom line; bottom gradient and character of bottom; locations and depths of reefs, bars, rocks, shoals, and other dangers; anchorage areas; local conditions of winds, tides, currents, waves, and water temperature ranges.)
3. Character of beach. (Physical consistency; width; gradient; surf and currents; structures such as groins and bulkheads; locations of rivers and streams entering or crossing beach; tidal flats and salt marsh, including consistency of bottom; local use; local weather peculiarities; sources of fresh water -- potable and nonpotable; areas suitable for landings.)
4. Adjacent terrain and exits. (Topography on flanks of beach and inland approximately 5 miles or to first major barrier; roads, trails, waterways, natural corridors, and cross-country exits from beach; trafficability; emergency landing places for aircraft; nearest potable water; nearest radio, telephone, and telegraph; telephone, telegraph, and power lines; power plants; railroads; habitations.)

(b), (c), etc. Single beach area (or group of closely related beaches).

* * * * *

If landing places other than beaches are described, or if descriptions of beach areas and other landing places are interspersed, use general heading, (2) Landing places, and describe beaches and other landings in sequence along coast under headings, (a), (b), etc.

(2) Landing places. (Exclude general coastal description.)

(a) Single landing place (or group of closely related landing places).

1. Location and extent. (Give location of landing place, not of coastal segment; location with regard to landmarks and developed areas.)

2. Sea approach. (Same as for beaches.)

3. Nature of landing place. (Structure, size and capacity; surf and currents; local use; local weather peculiarities; sources of fresh water -- potable and nonpotable.)

4. Adjacent terrain and exits. (Same as for beaches.)

(b), (c), etc. Single landing place, or single beach area.

* * * * *

B, C, etc. Single island or major division of coast: segment or minor division (if detailed break-down is warranted). (Coordinates, etc., as in A, above)

General statement.

(1), (2), as above.

42, 43, etc. Region or Sector.

Last topic. Principal Sources.

A. Coasts.

B. Landing beaches.

* * * * *

References within text:

Charts. In order to call attention to the largest-scale chart of any stretch of coast, it is desirable to insert a chart reference wherever attention must be transferred from one chart to another, as (U.S.H.O. chart 1696).

Plans. Matter overprinted on the Plans should not be repeated in the text, but attention should be called to it by appropriate references, as ".....are 3 bayhead beaches (PLAN 5)."

Figures. All figure references should be inserted in pencil as they are certain to require adjustment during editing.

Other chapters. Refer to Chapter VI for places described there as major or secondary ports, as "At the head of the bay is the small port of _____ (Chapter VI)." Refer to Chapter VIII for described cities and towns, and to Chapter XIII for fleet anchorages and other naval facilities covered there.

* * * * *

4. Coasts and Landing Beaches (Brief). A full summary of the essential facts of Chapter IV is to be included in Chapter I. The most important maps and illustrations may be repeated in Chapter I, and reference to them should be included in the brief.)

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CHAPTER V

CLIMATE AND WEATHER

50. Introduction.

- A. Brief description of climate and weather of area and its operational significance. (3 or 4 typed pages, shorter than Brief for Chapter I.)
- B. Evaluation of material presented in chapter from standpoint of adequacy of records. General explanation of chapter organization inviting attention to important figures and tables.

51. General Climatic - Synoptic Regime.

- A. Major climatic controls.
- B. Synoptic aspects of climate or weather (or general description of seasons).

52. Operational Significance of Climate and Weather.

- A. Ground operations.
- B. Air operations.
 - (1) Low-level operations.
 - (2) High-level operations.
 - (3) Incendiary bombing.
 - (4) Parachute operations.

- C. Naval operations.

- D. Amphibian operations.

- E. Chemical Warfare.

53. Synoptic Weather Types and Forecast Problems.

54. Climatic Summary.

- A. Precipitation.
- B. Temperature.
- C. Humidity.
- D. Surface wind.
- E. Sea and swell.
- F. Upper air wind.
- G. Cloud.
 - (1) Cloudiness.
 - (2) Ceiling.
- H. Turbulence and thunderstorms.
- I. Icing.
- J. Visibility, fog, haze, dust, smoke.
- K. Other climatic elements.

55. Principal Sources.

* * * * *

5. Climate and Weather (Brief).

A full summary of chapter including essential facts to be included in Chapter I. (This to be more detailed than brief for Introduction (Topic 50B). Graphs and tables in the chapter may be repeated with brief, if desired.

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CHAPTER VI

PORT FACILITIES

60. Introduction.

- A. Brief summary of chapter. Significant port features of area and brief analysis of important ports.
- B. Basis of selection between principal and secondary ports. Invite attention to chapter organization, important illustrations, or any other material necessary to orient reader.

61. Principal Ports.

- A. Name of port. (Location and brief description of highlights of ports, including character of port and customary methods of handling cargo; e.g., lighting and wharfside.)
 - (1) Harbor (type, customary use, depth, size, shelter).
 - (a) Entrance channel.
 - (b) Anchorage (area, depths, holding ground, number of berths - if possible).
 - (c) Significant hydrographic features (tides, currents, etc.).
 - (d) Local weather (very brief treatment as affecting port operations).
 - (2) Landing facilities.
 - (a) Piers, wharves, and quays (brief summary statement on grouping, use, total footage and berthage available by significant depths, character, strength, etc., of facilities followed by description by units in tabular form):
 - 1. Name and location (reference number on map).
 - 2. Owner and operator.
 - 3. Type and use.
 - 4. Construction.
 - 5. Dimensions and depths alongside (include length of berthing space, width of apron, maximum weight, etc., if available).
 - 6. Transit sheds and nearby waterfront warehouses.
 - 7. Mechanical handling facilities (number, type capacity per lift, reach of boom, motive power).
 - 8. Rail and road connections; can trucks run onto facility.
 - 9. Capacity for general cargo (tons per day).
 - 10. Facilities for night handling.
 - 11. Other facilities (specific headings such as: water piped on, oil lines, etc.).
 - 12. Available berthage.
 - 13. Remarks.
 - (b) Other mechanical handling facilities (in tabular form).
 - (c) Harbor craft.
 - (3) Storage facilities.
 - (a) Grain elevators (capacity, type, rate of loading, etc.).
 - (b) Storage warehouses (location, type, railway sidings, roads, capacity, and type and character of receiving and shipping appliances).
 - (c) Supply dumps (location, area, transportation connections).
 - (4) Capacity and clearance.
 - (a) Actual annual traffic (recent peak year, type of traffic, breakdown by major commodities).
 - (b) Estimated unloading capacity.
 - (c) Facilities for clearing port (railroad, road, water, etc.).
 - (5) Supplies (brief treatment of availability).
 - (a) Water (source, amount, quality).
 - (b) Oil and gasoline (bunkering capacity, storage tank capacity, stocks).
 - (c) Coal (bunkering capacity, stocks, method and rate of delivery).
 - (d) Electricity.
 - (e) Other supplies.

(6) Repair facilities.
(a) Dry docks and marine railways (location, dimensions, capacity).
(b) Floating docks (dimensions, capacity).
(c) Marine repair plants (facilities, capacity).

62. Secondary Ports.

(If information is available, use all applicable headings under Topic 61; if port is small or information meager, headings should be combined as follows:)

A. Name of port.

(1) Harbor (location, type, depth, size, shelter, anchorage, weather, tides, number and size of berths).
(2) Landing and storage facilities (summary statement and tabular description by piers or quays; including warehouses, supply dumps, harbor craft).
(3) Clearance and capacity.
(4) Supplies (water, oil, coal, electricity, and other, specifically important to ships).
(5) Repair facilities (drydocks, marine railways, repair plants).

63. Other Landings (if necessary; handle by table. Sheltered harbors as well as minor landings);

64. Principal Sources.

* * * * *

6. Port Facilities (Brief).

(A full summary of chapter giving essential facts for inclusion in Chapter I, with separate headings for each principal and secondary port. This can be about 3 times as long as Topic 60.)

CHAPTER VII

TRANSPORTATION AND COMMUNICATIONS

70. Introduction.

General statement of scope of chapter. Invite attention to important illustrative material.

Brief summary (shorter than brief for Chapter I). Other general items such as plan of organization, but only if necessary.

71. Railroads.

A. General.

Pattern (including operating and dismantled lines); vulnerable points; roadbed and track (ballast, ties, rails, switches and signals, sidings, etc.); rolling stock (including locomotives, freight cars, and passenger cars); yards; shops; roundhouses; turntables; bridges; tunnels; traffic and traffic capacity; administration.

B. Individual lines.

Description of route; termini; links; gauge and number of tracks; rails; rolling stock; yards; shops; roundhouses; bridges; tunnels; other vulnerable points; branch lines and spurs; new construction; volume and traffic; capacity.

72. Roads and Trails.

A. General.

Pattern (existing and destroyed); effects of climate and weather; standards of construction and quality; maintenance and maintenance facilities; capacity; administration.

B. Individual roads.

Route description; termini and links; strategic importance and vulnerability; roadbed description; standards and facilities of maintenance; bridges and tunnels; repairs and supplies available.

73. Water Transport.

A. Coastal water transport.

Routes, both regular and irregular; ports-of-call; frequency of sailings; types of vessels used; native crews.

B. Inland water transport.

Rivers, canals, lakes, lagoons; channels; water sources; traffic; capacity; hauling facilities; vulnerability.

74. Radio.

Administration; equipment (broadcasting and receiving); radiotelegraph; radiotelephone; radio broadcasting; radio stations.

75. Telegraph.

Pattern of network and localization of lines; stations; route equipment; local stocks of construction materials; standard of maintenance; administration; availability of trained personnel; vulnerable features.

76. Telephone.

Pattern of network and localization of lines; trunk lines, rural lines; centrals; route equipment.

77. Submarine cables.

Port of arrival and further terminus; administration; equipment; facilities for repair and storage of reserve supplies; present condition; vulnerable features.

78. Principal Sources.

* * * * *

7. Transportation and Communications (Brief).

A full summary of chapter giving essential facts to be included in Chapter I.

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CHAPTER VIII

CITIES AND TOWNS.

80. General description.

- Pattern of urban settlement.
- Degree of urbanization.
- Functions of cities and towns.
- General characteristics of cities and towns in the area.
- Major cities.

81. Cities and towns of Region A.

- Introduction.
- City. (Population--if not data, estimate)
 - Location and importance from the standpoint of strategic position, trade, political significance, etc.
 - Means of access.
 - Water.
 - Rail.
 - Road.
 - Air.
 - Physical characteristics (site and pattern).
 - Relation to surface features.
 - Shape and dimensions.
 - Degree of compactness and chief open spaces.
 - Street plan.
 - Differentiated sections--commercial, residential, industrial.
 - Factories.
 - Warehouses and storage.
 - Billeting facilities.
 - Military barracks.
 - Schools.
 - Hotels.
 - Health and sanitation facilities.
 - Hospitals and medical personnel.
 - Sewage disposal.
 - Buildings (other).
 - Subway or rail.
 - Tram.
 - Road (auto, bus, truck).
 - Canal and river ferry.
 - Public utilities.
 - Water.
 - Power.
 - Ice.
 - Gas.
 - Communications.
 - telephone.
 - telegraph.
 - cable.
 - wireless (radio).
 - Fire fighting
 - Repair and service facilities.
 - Marine.
 - Railroad, tram.
 - Machine shops and foundries.
 - Garages.
 - City Y (detail as in City X).
 - Town Z (detail as in City X).

82. Cities of Region B (detail as in Region A).

83. Cities of Region C (detail as in Region A).

84. Glossary.

85. Principal Sources.

* * * * *

8. Cities and Towns (Brief).
A full summary of chapter giving essential facts to be included in Chapter I.

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CHAPTER IX

RESOURCES AND TRADE

Note on general organization: Treat topics for the area as a whole, with subdivision for individual regions within topics wherever differences are significant.

90. Introduction.

General 2- or 3-page summary of chapter, giving salient features of each topic; regional divisions (if the same ones are used throughout the chapter); miscellaneous items affecting the entire chapter. Invite attention to important maps and figures.

91. Food Resources.

- A. Agriculture. General self-sufficiency or deficiency; importance of agriculture as an industry; type and location of farming areas (map); percentages and parts of area cultivated; production including live-stock, time of planting and harvesting (crop calendar); local marketing; recent production trends; degree of mechanization; brief statement of organization (private, corporation, state-controlled). Explain any unusual crops or products.
- B. Fisheries. Production totals for the area; localization; types of fish caught (with definition of unfamiliar types), other fishery products (oysters, sea weeds, etc.); localization of primary fisheries production by ports, species, and fishing areas; note areas where vessels normally operate; seasons of fishing (table), including seasonal use of labor and percentage of activity of industry at different seasons; equipment and methods of catching: nets, lines, traps (trap areas), mechanization, vessels, peculiarities of equipment design; processing and marketing; production and methods of preparation by area; destinations of products by types; peculiarities of processing which might affect military operations (drying racks on beaches, fixed nets, etc.).
- C. Processing. Processing, refrigeration, and storage. Location, equipment, capacity; principal products and their disposal.

92. Water Supply.

- A. General quality and availability by major area; self-sufficiency or deficiency.
- B. Natural availability and natural sources.
- C. Developed sources. Location, type, capacity, quality; adaptability to military supply equipment; vulnerability.
- D. Distribution, use, and storage, by area.

93. Construction Materials.

Location, distribution, kind, reserves, ownership, transport, quality and quantity of commercial wood, stone, clay, sand, gravel, lime, cement, stone, etc. Wood is construction wood only. Give location of forests, sawmills, and data regarding fire hazards.

94. Industrial Raw Materials and Primary Processing.

- A. General. Characterization of area's position as exporter or net user of industrial raw materials; labor problems in mining and agriculture in general.
- B. Minerals. Location, production and trends; stocks and storage facilities; distribution by type and location of use, reserves; mining methods; power-water-fuel requirements; labor availability and quality; vulnerability to sabotage and bombing; iron and alloy metals; non-ferrous metals (asbestos, sulfur); nonmetallic minerals.

- C. Fuel. Coal, peat, coke, gas, firewood (only), petroleum (natural and synthetic). Sources, quantity, stocks and storage facilities; distribution by type and location of use; ownership; labor availability.
- D. Agricultural and marine materials. Agricultural non-food crops (fibers, silk); furs and animal non-food products; sources, amount, quality; producing areas; stocks and storage facilities; possibility of expanding production and trends; distribution by type and location of use.
Do not duplicate Topic 91 A and B!

95. Manufacturing Plants.

- A. General. Characterization of industry of area as a whole; relation as consumer or source of material to rest of country; labor problems in manufacturing in general.
- B. List by products (including important consumer goods). Location of etc. plants; physical description; production and trends; raw materials used; destination of final product; power-water-fuel requirements; labor quality and availability; nature of government or other controls and subsidization; special concentrations of key industries and vulnerability to sabotage and bombing and reparability; usefulness to military forces or civilian population.

96. Electric Power (by regions):

- A. Generation. Location; type; vulnerability, vital concentrations; capacity in k.w., k.v.a. or h.p., and size; K.W.H. output; current characteristics; transmission, distribution, and area served; operator; source of replacement parts.
- B. Transmission and consumer distribution. Grids (if any); type of current; types of plugs and appliances (source of power); transformer and substations; transmission--overhead or underground; power consumed in K.W.H.; principal uses; available surplus power.

97. Commerce (very brief).

Flow of trade. Commodities, origins, and destinations. Give sketch maps of flow where possible. Foreign and internal trade, including goods transported by land. Trade outlets and organizations. Normal size of stocks.

98. Finance (very brief).

Currency and coinage (note issue); checks and other financial instruments--brief description; foreign exchange and purchasing power of monetary unit; brief description of banking system. Table of currency equivalents (where these are complex).

99. Principal Sources.

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9. Resources and Trade (Brief).
A full summary of the Chapter (in 5-8 pages) giving essential facts for inclusion in Chapter I. References to important maps to be included.

CHAPTER X

PEOPLE AND GOVERNMENT

100. A. General character of people and government. (Include summary of Chapter, 2 to 4 pp.).

B. Brief historical sketch (emphasizing recent and current developments).

101. Population: Numerical Distribution.

A. Pattern of distribution.

B. Average density, and local or regional differences in density.

102. Population: Physical Characteristics.

A. Physical description and areal distribution of main racial groups, Note traits which distinguish groups from neighbors.

103. Population: Cultural Characteristics.

A. Ethnic groupings.

B. Languages. Give distribution of major languages by local percentage of inhabitants, if possible. (Most easily shown by maps.) Where percentage data are lacking, general descriptions of distribution will suffice, provided they are localized. Indicate extent of local knowledge of English or other common foreign language or lingua franca.

C. Religion.

(1) Distribution of the principal faiths by local percentage of inhabitants.

(2) Important subdivisions of the principal faiths, if any.

(3) Organizational outline of religious institutions.

(4) Brief characterization of key individuals in the organizations.

(5) Features of religion which have important bearing on the daily life of people, or on their relations with or attitude toward outsiders and foreigners.

D. Education.

(1) School system.

(2) Universities: location, student attitude, leaders.

E. Dissemination of information.

(1) Newspapers, magazines, radio, motion pictures.

(2) Other customary methods of disseminating information or propaganda.

F. Social features.

(1) Significant class or other group distinctions.

(2) Description of typical temperaments and attitudes, especially as they concern relations with foreigners.

(3) Customs likely to affect Allied operations.

104. Labor.

A. Supply. Numbers of various types of workers available. Customary types of employment of women.

B. Characteristics. Wages and hours, working conditions, labor organizations, and methods of obtaining workers.

C. Brief characterization of key individuals in the labor scene.

105. Governmental organization.

A. General description, including degree of centralization.

B. National government (organization and key individuals).

C. Provincial government (organization and key individuals).

D. Local government.

- (1) Municipal districts and municipalities.
- (2) Other local units.

E. Other governmental units (those not organized in the prevailing manner), (organization and key individuals).

- (1) Aboriginal reservations, parks, reserves, etc.
- (2) Bureaus or other administrative organization with significant special or atypical forms or jurisdictions; e.g., Army or Navy, and defense areas, etc.

106. Political factors.

A. Major political groups; principles, numbers, forms of influence, leaders, and attitude toward Allies.

B. Minority groups: principles, legal position, strength, forms of expression, leaders, and attitude toward Allies.

C. (For areas under recent foreign military occupation only,) Changes effected in the political structure by military occupations.

- (1) General.
- (2) Opposition to, and collaboration with occupying forces.

107. Security and public order.

A. Law enforcement.

- (1) Agencies (organization and key individuals of national importance).
 - (a) Customary.
 - (b) Secret.
- (2) Effectiveness. (Include strictness - liberal or literal observance of statutes, corruption, bribery, etc.).

B. Judicial.

- (1) System of courts (organization and key individuals of national importance).
- (2) Significant differences between native laws and American.

108. Principal sources.

* * * * *

10. People and Government (Brief) (about 6 to 10 pages).

A full summary of the chapter, for inclusion in Chapter I. The most important maps should be repeated in the brief, and they should be cited in the text.

CHAPTER XI

HEALTH AND SANITATION

110. Introduction.

- A. Brief summary (1 or 2 typed pages), shorter than brief for inclusion in Chapter I.
- B. An evaluation of material presented in Chapter from standpoint of adequacy of medical records.

111. Environment.

A. Water.

B. Waste disposal.

C. Animals.

- (1) Vectors of disease.
- (2) Dangerous animals.
- (3) Pests.

D. Plants.

E. Food.

112. Public Health and Medical Facilities.

A. Public health organization.

B. Hospitals and medical institutions.

C. Medical personnel (in broadest sense -- dentists, Veterinarians, etc.).

D. Social service agencies.

113. Diseases.

A. Diseases of military importance.

- (1)
- (2)

B. Diseases of potential military importance.

- (1) Endemic diseases.
- (2) Disease which may be introduced.

C. Diseases of minor military importance...

D. Diseases common among civil population.

E. Miscellaneous diseases.

114. Recommendations (in order of importance).

115. Principal Sources.

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116. Health and Sanitation (Brief).

A full summary of chapter giving essential facts for inclusion in Chapter I.

OUTLINE GUIDE FOR JANIS

CHAPTER XIII

DEFENSES

120. Introduction.

- A. Brief summary of chapter (1 or 2 typed pages). Shorter than brief for Chapter I.
- B. Statement of scope of Chapter indicating its organization and content. Invite attention to important illustrations, etc.

121. Organization of Army and Navy defense forces.

- A. Administration.
- B. Tactics.
- C. Normal disposition of forces (material and personnel).
- D. Labor battalions (non-combat).

122. Supply and Maintenance.

- A. Depots. (Name, location, capacity and general description of supply and maintenance depots.)
- B. Supply routes.
 - (1) Overland.
 - (2) Waterways.

123. Fixed Fortifications. (Include map overlay) (List the defended ports and isolated landing beaches according to name, each a lettered sub-topic, and under each show the available information under 15 sub-paragraphs as follows:)

- (1) Coast defense batteries.
 - Name of battery.
 - Number of guns (distinguished between guns, howitzers, and mortars).
 - Caliber of guns.
 - Exact model of guns.
 - Exact location of emplacements.
 - Detailed description of emplacements.
 - Camouflage.
 - Protection for gun and crew.
 - Detailed description of guns.
 - Maximum range.
 - Effective range.
 - Type of loading.
 - Rate of fire.
 - Rate of traverse.
 - Types of projectiles available.
 - Color of dye of projectiles assigned to each gun.
 - Number of men in each gun crew.
 - Replacement crews available.
 - Ammunition dump, its exact location, and protection.
 - Method of bringing ammunition to guns.
 - Arc of fire of guns.
 - Landmarks to identify battery from seaward.
 - Location and detailed description of base and stations.
 - OP's, rangefinders, directors, plotting rooms and searchlights.
 - Method of communication with guns.
 - Local defenses.
 - AA guns.
 - Machine guns, trenches, wire entanglements.
 - Personal weapons of crew.
 - Places of the battery in the general organization of coast artillery.
 - Total number of men in the administrative battery.
- (2) Emplaced field artillery batteries.
 - Same information required as for (1) above, with appropriate modifications.
 - Railway artillery which could be emplaced along a coast is to be

(3) Medium AA batteries.
Same information required as for (1) above, with appropriate modifications.
Maximum and effective vertical and horizontal ranges.

(4) Air warning systems.
Lookout stations and equipment.
Radar installations.
Communication systems.
Reaction to alerts.

(5) Miscellaneous
Barrage balloons.
Submarine detector equipment.
Smoke generating apparatus.
Beach patrols and observation posts.

124. Potential Defense Areas (include map overlay).
Repeat sub-topics under 123 as applicable.

125. Bibliography.

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12. Defenses (Brief).
A full summary of Chapter, giving essential facts, for inclusion only in Chapter I.

OUTLINE GUIDE FOR JANIS

CHAPTER XIII

NAVAL FACILITIES

130. Introduction.

- A. Brief summary of chapter (1 or 2 pages) shorter than brief for Chapter I.
- B. Statement of scope of chapter indicating its organization and content. Invite attention to important illustrations, maps, etc.

131. Organization.

- A. Administration.
- B. Normal disposition of forces (ships and personnel within the area).

132. Supply and Maintenance.

- A. Depots (name, location, capacity and general description of supply and maintenance depots).
- B. Repair facilities (general summary; specific installations to be listed under topic 133).

133. Naval Bases and Stations (include map overlay locating these). List the bases and stations by name as lettered subtopics, and under each give the available information suggested below in consecutively numbered paragraphs.

A. Name of base or station (include fueling stations).

- (1) General description (if possible use photographs, sketches, maps, etc., to show location and extent).
- (2) Harbor and entrance channel (type of harbor and nature of port, depths, size, shelter, nature of shores, etc. Introduce this only when it is not described in the chapter on Port Facilities. Otherwise insert a reference to that chapter).
- (3) Anchorages used by naval vessels (area, depths, holding ground, location with reference to naval installations).
- (4) Naval loading and unloading facilities (piers, quays, and wharves used for transshipment of naval stores, munitions, personnel, etc. Locate and describe type of construction, dimensions, etc., if information is available).
- (5) Warehouses, storage facilities, supply dumps.
 - (a) Warehouses (type, dimensions or capacity, location with reference to loading and unloading facilities, etc., if information is available).
 - (b) Supply dumps (location, type of materiel stored, extent, proximity to transportation facilities, etc.).
- (6) Supplies.
 - (a) Water (source, amount, quality, servicing).
 - (b) Fuel (bunkering and storage tank capacity, stocks, servicing, any other pertinent information).
 - (c) Electricity (sources, location of plants, switching stations, generating capacity, etc.).
- (7) Facilities for clearing port. (Brief account of rail and inland waterway facilities serving the naval base or station).
- (8) Shipyards and repair facilities.
 - (a) (Under lettered sub-paragraphs describe the various components of the shipyard. If more than one shipyard is located at a base, discuss it under the next numbered paragraph).
 - (b) Marine railways (location, capacity).
 - (c) Drydocks (location, dimensions, capacity).
 - (d) Cranage, fixed and floating. (Number, types, capacity, reach, and motive power).
 - (e) Naval repair plants and shops (facilities, capacity).

9. Naval factories.
 - (a) (Under lettered sub-paragraphs narrate available information on individual arsenals, foundries, powder factories, aircraft assembly plants, and similar installations. Introduce sketches, tables, or any other device to present the information clearly and succinctly.)
10. Other naval establishments.
 - (a) Radio stations.
 - (b) Hospitals.
 - (c) Schools, training facilities.
 - (d) Any other establishment of naval importance on which information is available.
11. Personnel. (Any available information on strength, characteristics, organization, duties, etc., of enlisted and civilian personnel attached to the base. Include any information available on labor supply.)
12. Vulnerability and camouflage. (Any information on the susceptibility of the base or station to any particular kind of attack, air raid defenses, fire fighting organization and equipment, shelters, and related matters. Extent of use of camouflage and any information on specific camouflaged installations.)
134. Potential naval bases and stations (locate on map overlay. Brief, general description of ports, harbors, or other areas which are suspected of being or which might be developed into naval bases and stations. Avoid duplicating any detailed information which may be included in chapter on Port Facilities.)
135. Principal sources of information.

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13. Naval Facilities. (Brief to be included in Chapter I. Concise summary of entire chapter containing all the most essential facts.)

NOTE: In general this outline should be considered flexible and to be modified in accordance with the nature of the area and the information available. In preparing manuscripts, reference should be made to the printing style of JANIS studies in which headings and paragraph arrangement fit into a definite pattern which leads to greater efficiency in production.

OUTLINE GUIDE FOR JANIS

CHAPTER XIV

AIR FACILITIES

140. Introduction.

- A. Brief summary of chapter, shorter than brief for Chapter I.
- B. Statement of scope of chapter indicating its organization and content. Invite attention to important illustrations, etc.

141. Organization.

- A. Administrative (if available).
- B. Tactical (if available).
- C. Normal disposition of forces, aircraft and personnel (if available).

142. Supply and Maintenance.

- A. Depots (name, location, capacity and general description of supply and maintenance depots).
- B. Supply routes.

143. Explanatory introduction followed by standardized air facility lists, photographs, sketches, and maps.

144. Bibliography.

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14. Air Facilities. (Brief).

(A full summary of chapter giving essential facts for inclusion only in Chapter I).